

**From:** [Congdon, Julie](#)  
**To:** [Gallaher, Jo](#)  
**Subject:** RE: postcard templates?  
**Date:** Wednesday, February 25, 2015 1:06:00 PM

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Hi, Jo –

I haven't received confirmation from the contractor regarding any change in the room for the Pine Ridge Mall,  
and for the sake of getting the postcard out in time,  
I say let's move forward with it.  
So, are the zip code routes ready to go and send along with the pdf of the postcard to the mail room for mailing?  
If yes or no, either way, please let me know.  
And if there is anything else you need from me on this, please let me know.

Cheers - Julie

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**From:** Congdon, Julie  
**Sent:** Tuesday, February 24, 2015 4:36 PM  
**To:** Gallaher, Jo  
**Subject:** FW: postcard templates?  
**Importance:** High

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**From:** Livingston, John  
**Sent:** Monday, February 23, 2015 2:06 PM  
**To:** Congdon, Julie  
**Subject:** RE: postcard templates?  
**Importance:** High

Here is the postcard done in InDesign with everything spaced, proportioned, and designed for readability.  
G:\Baker\ETPA\CEEH\_Unit\Publications\Postcards\_and\_Fliers\EMF Postcard March 2015  
Also, you emailed your Word file as a template. If we stay in Word, should be saved as a .DOCX (Word Document)  
*Thank You*  
*John Livingston*  
*206-553-0603*

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**From:** Congdon, Julie  
**Sent:** Monday, February 23, 2015 13:17  
**To:** Morrison, Kay; Livingston, John  
**Subject:** RE: postcard templates?

thank you both for your edits! very helpful!! ☺

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**From:** Morrison, Kay  
**Sent:** Monday, February 23, 2015 1:15 PM  
**To:** Congdon, Julie; Livingston, John  
**Subject:** RE: postcard templates?

Julie, it looks great to me. The only comment I have is to make bold the first sentence "**Come learn about the ongoing work at the Eastern Michaud Flats Superfund Site!**"

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Kay Morrison  
206-553-8321

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**From:** Congdon, Julie  
**Sent:** Monday, February 23, 2015 1:04 PM  
**To:** Livingston, John; Morrison, Kay  
**Subject:** RE: postcard templates?

Hello, you 2 –

Would either of you like to give me an opinion on this postcard I've done up for EMF's open houses?

It's nothing fancy but time is of the essence as we need to get word out to folks that this event is happening in 2 weeks, so the sooner the better to get this in the mail.

But I welcome your thoughts and feedback re: any egregious items that should be remedied before this goes out in the mail.

Thanks – Julie

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**From:** Livingston, John  
**Sent:** Friday, February 20, 2015 1:45 PM  
**To:** Congdon, Julie  
**Subject:** RE: postcard templates?

*Thank You*  
*John Livingston*  
*206-553-0603*

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**From:** Congdon, Julie  
**Sent:** Friday, February 20, 2015 11:36

**To:** Livingston, John; Gallaher, Jo

**Subject:** postcard templates?

Hi, John and Jo –

Do we have any postcard templates in Word or Publisher?

I may need to draft one up for mailing to notify folks within particular zip codes around the Eastern Michaud Flats site about the community open houses coming up there on March 11-12.

While the dates are confirmed, the locations are not. As soon as they are, I'm going to work on the postcard.

Please let me know if we do, and if so, please send me a link.

Thank you! – Julie

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